

IN REPLY  
REFER TO

**DEFENSE LOGISTICS AGENCY**  
DEFENSE DISTRIBUTION CENTER  
2001 MISSION DRIVE  
NEW CUMBERLAND, PA 17070-5000

MAR 05 1999

DDC-T

## MEMORANDUM FOR ALL DEPOT COMMANDERS

SUBJECT: Storage Space Management Reporting (SSMR) Instructions for Warehouse Planographs

DDC instructions for preparation and placement of warehouse planographs in warehouse areas have been reviewed, updated, and are distributed at the request of depots.

Planographs are required for each individual warehouse section (open or covered). Planographs will be drawn to be proportionally accurate. In order to be compatible with other depots and the DDC, planographs will be produced with AutoCAD LT 98 or AutoCAD Release 14 (or later versions) software.

Each planograph will include a floor plan that shows walls, columns, stairs, elevators, offices, washrooms, fire doors, personnel doors, cargo doors, electrical panels, storage areas, battery charging areas, aisles, break areas and operations areas. These areas will be identified with appropriate text.

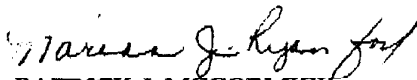
Planographs will show dimensions, net square feet and attainable cubic feet, for each storage area or row. Planographs will also include gross square feet, net square feet, aisle space, structural loss, support space, total cubic feet and attainable cubic feet for each warehouse section, bay, or storeroom. Planographs will be updated annually or when actual warehouse layouts change. Planographs will include the name of the person who measured the space, the name of the person who prepared the drawing, and the date drawn or updated.

Planographs, DD Forms 805 and Facility Data Sheets will be maintained in a central administrative area and available for review when required. Copies of planographs will be of sufficient size as to be legible. Placement of planographs, DD Forms 805 and/or Facility Data Sheets in each warehouse is left to the discretion of each Depot Commander.



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The DDC-TO point of contact for this letter is Abe Garcia, DSN 977-7375, e-mail agarcia@ddc.dla.mil. The DDC-TO point of contact for storage space reporting is Brenda Goldman, DSN 977-8529, e-mail bgoldman@ddc.dla.mil.

  
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